

ELECTRONIC FORM INFORMATION

RE 695 (New 3/97)

Who May Apply

Anyone may request the Department of Real Estate's (DRE) approval of Subdivision forms re-created electronically prior to their use. The forms must meet the minimum criteria for form design and content. Once approved, the forms may be included in public report applications and will be considered in compliance with Commissioner's Regulation 2790.

Form Design Criteria

- The electronic form, once printed, must duplicate the DRE form as close as possible in font, point size and formatting.

DRE generally uses 10- or 11-point Times for text (10-point minimum). Captions (titles) for fill-in boxes are 6-point all-cap Helvetica.

- The first page of an application form (RE 624, 628, 658, 635, 603, 668A, 635C) must be identical to the DRE form. The information on the first page is used to enter data in DRE's computer system.
- Form content and question numbering must be identical to the DRE form being replicated.
- Proposed forms must either contain the word "REPLY:" preceding the location where a narrative reply is to be inserted (represented by blank lines on DRE forms), or the reply must be in a different font and/or point size, bolded or underscored, as long as the text is easily readable and is no smaller than 10-points. Do not print replies in italics.
- Insert "Page ___ of ___" at either the top or bottom of each page, right or left side only. The total number of pages may differ from the DRE form being replicated.
- Include the following language under the "Certification" paragraph preceding the applicant's signature on all forms which contain a certification:

"The undersigned certifies that this electronic re-creation of Department of Real Estate form RE ___ is identical in content and question numbers as the DRE approved form ID _____."

Approval Process

DRE will review the proposed form and, once approved, will return a copy stamped "Approved" with date, initials and an identification number. If the form is not acceptable, the applicant will be notified of the required changes in order to receive approval.

A cover letter will be sent to the applicant, along with the approved form. The assigned identification number will contain 12 digits indicating the form number (first four digits) revision date (next four digits) and a sequence code (last four digits), for example 624097010001. Please note that approvals are applied to the form submitted, not to the applicant requesting the approval; therefore, an approved electronic re-creation of a DRE form may be used by anyone as long as the applicable identification number is included on the form when submitted to the Department.

How to Use Approved Forms

- The DRE 12-digit identification number is to be inserted on the same line immediately following the DRE form number and revision date included in the form header at the top of the first page, as well as in the certification paragraph.
- The use of approved forms is no different than using DRE forms. Simply complete the form and submit a printed copy with original signatures along with DRE submissions.
- As DRE forms are revised, it will be necessary to submit updated forms for re-approval and issuance of a new identification number. Form revisions will be accepted through written requests accompanied by two copies of the printed form. Changes should be highlighted.
- For up to 90 days following the DRE revision date of a form, DRE will accept prior versions of the same form. After 90 days has elapsed, it will be necessary to use the current form.

How To Apply

All requests for electronic form approval must be submitted in writing along with two paper copies of each proposed form to:

Mailing/delivery address:

Department of Real Estate
Subdivisions North Office
P.O. Box 187005
2201 Broadway
Sacramento, CA 95818-7005

Telephone number:

(916) 227-0813